



Linda McCulloch, Superintendent
Office of Public Instruction
Accounting Division
PO Box 202501
Helena, Montana 59620-2501
www.opi.mt.gov

Fiscal Closeout Report for State and Federal Grant Programs

DIRECTIONS—ONLY A PRIME APPLICANT SHOULD COMPLETE THIS FORM. USE A SEPARATE FORM FOR EACH PROJECT.

Complete and sign, then send the original of this form to the Office of Public Instruction, Accounting Department. Retain a copy for your files. **SEE INSTRUCTIONS ON THE BACK.**

Prime Applicant: _____

County: _____

☐ Elem Legal Entity: _____
☐ H.S. Legal Entity: _____
☐ K-12 Legal Entity: _____
☐ Other Legal Entity: _____

Fill in the project name and number (from the budget page).

State/Federal Project Name: _____

Project Number: _____

PN: _____ - _____ - _____ - _____ - _____

Project Period: From: _____ - _____ - _____ To: _____ - _____ - _____
(mo / day / yr) (mo / day / yr)

	(a)	(b)	(c)	(d)
Expenditures (SEE INSTRUCTIONS ON THE BACK.)	Elementary Expenditures (Title I only)	High School Expenditures (Title I only)	Total Project Expenditures [(a) + (b)] (All programs)	Matching Funds (If required by program)
1. Salaries and Benefits Objects 1xx, 2xx				
2. Operating Expenses Objects 3xx, 4xx, 5xx, 6xx, 8xx				
3. SUB-TOTAL DIRECT COSTS (Sum of lines 1 + 2)				
4. Indirect Cost Recovery _____ % Object 62xx-940				
5. Equipment (\$5,000 or more per unit) Object 7xx				
6. Transferred to Other Districts Object 6200-930 (IDEA only)				
7. TOTAL Expenditures (Sum of lines 3, 4, 5 + 6)				

8. TOTAL Funds Received _____

10. Due to OPI (attach refund) _____
(line 8 > line 9) OR9. TOTAL Funds Expended _____
(line 7 MUST = line 9)11. Due from OPI _____
(line 8 < line 9)

Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures are for the purposes set forth in the award documents.

**Authorized
Representative**

Signature: _____ Phone: _____ Date: _____

**Clerk/Business
Official**

Signature: _____ Phone: _____ Date: _____

**FOR OPI
USE ONLY**☐ Approved ☐ Final

Signature: _____ Date: _____

OPI Program Accountant

Instructions

Please type or print legibly. The following general instructions explain how to complete lines 1 through 11 of the Expenditures section. Submit the Fiscal Closeout Report for a July-June project to OPI **no later than August 10**. Submit the Fiscal Closeout Report for a July-September project to OPI **no later than November 10**. **Reimbursements requested on a late fiscal closeout report will not be paid.**

Columns (a) and (b): Title I requires a breakdown of elementary and high school expenditures. **Use these columns to report Title I projects expenditures only.**

Column (c): All programs require expenditures to be listed in this column. For Title I, combine amounts from columns (a) and (b). For programs other than Title I, list the total project expenditures here.

Column (d): ABE and Gifted and Talented programs require a local match. Report matching expenditures in this column.

Lines

1, 2, and 3. Self-explanatory.

Line 4. Use the approved indirect cost rate of the prime applicant in effect the first day of the project period. The amount entered on this line cannot exceed the approved percentage rate times the amount on line 3. The indirect cost rate applied to a Carl Perkins grant may not exceed 5 percent.

Line 5. Enter the amount of expenditures for purchased or leased equipment for which prior OPI budget approval was given.

Line 6. Enter the dollar amount of IDEA funds that you, as a prime applicant, transferred to other school districts.

Line 7. Self-explanatory.

Line 8. Enter the total amount of cash advances/reimbursements received from OPI during the project period.

Line 9. Enter the amount from line 7.

Line 10. Use line 10 if total funds received exceed total funds expended. If the dollar amount entered on line 10 is less than \$10, the recipient is NOT REQUIRED to send a refund to OPI.

Line 11. Use line 11 if total funds expended exceed total funds received. OPI will automatically send the balance owed if line 8 is less than line 9.